



REQUEST FOR ACCESS TO ADMINISTRATIVE DOCUMENTS

(pursuant to Italian Law 241/1990 as amended and the University Regulations issued by R.D. no. 378/2008)

To the Alma Mater Studiorum - University of Bologna
Office _____

The undersigned _____, born in _____, on _____, residing
in _____,
Street/Square _____ No. _____ Post Code _____,
domiciled at _____ tel. _____,
email/certified email address _____
Identification document _____ n. _____
Issued by _____ on ____ / ____ / ____

ASKS:

- to examine;
- to examine and obtain a copy

of the following administrative documents: _____

(for each document, specify identification details such as type, date, subject)

for the following reasons _____

(specify the interest of a legal nature related to the subject of the request)

The applicant also asks that access to the documents take place in one of the following ways:

- at the competent office (for viewing and/or issuing copies);
- electronically via the above-mentioned e-mail/certified e-mail address;
- postal delivery (costs to be borne by the applicant).

In the event of acceptance of this request, the undersigned undertakes to reimburse the University the costs of reproduction, research, etc., which will be communicated along with the acceptance of the request, and to produce the necessary revenue stamps for the issue of certified copies.

The data provided by the Alma Mater Studiorum - University of Bologna must be used exclusively for purposes strictly related to the request for access within the limits of the provisions of Law 241/90; it is not permitted to disseminate or use the information obtained for commercial purposes.

A copy of the applicant's identity document is annexed hereto.

(place and date)

(signature)



Information on the processing of personal data provided via the application pursuant to art. 13 of Regulation (EU) 2016/679

1. The Data Controller is the Alma Mater Studiorum - University of Bologna, with registered offices at Via Zamboni 33 – 40126 Bologna, in the person of the Rector who is its Legal Representative. The contact details are: privacy@unibo.it , scriviunibo@pec.unibo.it .
 2. The contact details of the Data Protection Officer (DPO) are privacy@unibo.it, scriviunibo@pec.unibo.it.
 3. The personal data provided will be processed by the Alma Mater Studiorum - University of Bologna for the performance of its institutional functions in relation to the proceedings initiated.
 4. In connection with the above-mentioned purposes, personal data will be processed by computer means and manually, in such a way as to guarantee its confidentiality and security. The data will not be disseminated; it may, however, be published in pseudo-anonymised form to fulfil the requirements of the Access Register.
 5. The legal basis for processing is grounded in art. 6(1)(c) (processing is necessary for compliance with a legal obligation) and 6(1)(e) (processing is necessary for the performance of a task carried out in the public interest) of Regulation (EU) 2016/679.
 6. The Data Controller's employees and collaborators, including external ones, and persons who provide services instrumental to the above purposes (such as, for example, technical services) may come into possession of personal data. These persons will act as Data Processors or Data-Processing Operators. Personal data may only be disclosed to other public and/or private entities pursuant to a specific provision of law or regulation permitting it.
 7. Data is retained by the Alma Mater Studiorum – University of Bologna for the period strictly necessary in order to pursue the purposes described above, without prejudice to the minimum period of ten years required for compliance with the tax, accounting and/or administrative obligations specified by law, or to any longer retention periods, not determinable in advance, that may be necessary under other conditions governing the lawfulness of processing (for example, legal actions that may make processing necessary for more than 10 years).
 8. The data subjects to which the personal data relates enjoy the rights specified in sections 2, 3 and 4 of Chapter III of Regulation (EU) 2016/679. In particular, the data subject has the following rights in relation to the data controller: right of access to his/her personal data and its rectification or erasure, right to restrict or object to processing that relates to him/her and right to data portability. The data subject is also entitled to lodge a complaint with a supervisory authority.
 9. These rights may be exercised by writing to the e-mail address privacy@unibo.it or to the certified email address scriviunibo@pec.unibo.it
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